

# **Assistive Technology Program for Farmers with Disabilities: State and Regional AgrAbility Projects**

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## ***FY 2003 Request for Applications***

**LETTER OF INTENT DEADLINE:            NOVEMBER 20, 2002**

**APPLICATION DEADLINE:                DECEMBER 4, 2002**



**U.S. Department of Agriculture**



**Cooperative State Research, Education and Extension Service**

**SUMMARY:** The Cooperative State Research, Education, and Extension Service (CSREES) announces the availability of grant funds and requests applications for the Assistive Technology Program for Farmers with Disabilities - State and Regional Projects (AgrAbility Project) for fiscal year (FY) 2003 to assist farmers, ranchers, or farm workers with disabilities, and their families to continue to earn their livelihoods in agriculture. CSREES anticipates approximately \$3.5 million will be available for support of this program in FY 2003. Of this amount, CSREES anticipates approximately \$300,000 will be available for new or resubmitted projects, and the remainder will be awarded to continuing projects.

This notice identifies the objectives for the AgrAbility Project, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an AgrAbility Project grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next Request for Applications (RFA) for this program.

**DATES:** Letters of intent must be received by close of business (COB) on November 20, 2002 (5:00 p.m. Eastern Time). Applications must be received by close of business (COB) on December 4, 2002 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding. Comments regarding this RFA are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**ADDRESSES:** Letters of intent may be submitted via facsimile to: (202) 401-5179, or e-mailed to: [igraff@reeusda.gov](mailto:igraff@reeusda.gov). Applications may only be sent via an express mail or overnight courier service or the U.S. Postal Service; applications transmitted by facsimile or e-mail will not be accepted. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is: AgrAbility Project; c/o Proposal Services Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; Room 1420, Waterfront Centre; 800 9<sup>th</sup> Street, S.W.; Washington, D.C. 20024; Telephone: (202) 401-5048.

Applications sent via the U.S. Postal Service must be sent to the following address: AgrAbility Project; c/o Proposal Services Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2245; 1400 Independence Avenue, S.W.; Washington, D.C. 20250-2245.

Written stakeholder comments should be submitted by mail to: Policy and Program Liaison Staff; Office of Extramural Programs; USDA-CSREES; STOP 2299; 1400 Independence Avenue, S.W.; Washington, D.C. 20250-2299; or via e-mail to: [RFP-OEP@reeusda.gov](mailto:RFP-OEP@reeusda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the AgrAbility Project RFA.

**FOR FURTHER INFORMATION CONTACT:** Applicants and other interested parties are encouraged to contact Ivan Graff; Program Specialist; Plant and Animal Systems Unit; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2220; 1400 Independence Avenue, S.W.; telephone: (202) 401-6825; fax: (202) 401-5179; E-mail: [igraff@reeusda.gov](mailto:igraff@reeusda.gov).

**STAKEHOLDER INPUT:** CSREES is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted as provided for in the **Addresses** and **Dates** portions of this Notice.

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.500.

## *Table of Contents*

### **PART I--GENERAL INFORMATION**

- A. Legislative Authority and Background
- B. Purpose, Priorities, and Fund Availability
- C. Eligibility
- D. Indirect Costs
- E. Matching Requirements
- F. Funding Restrictions
- G. Types of Applications and Letters of Intent

### **PART II--PROGRAM DESCRIPTION**

- A. Project Types
- B. Program Area Description

### **PART III--PREPARATION OF AN APPLICATION**

- A. Program Application Materials
- B. Content of Applications
- C. Submission of Applications
- D. Acknowledgment of Applications

### **PART IV--REVIEW PROCESS**

- A. General
- B. Evaluation Criteria
- C. Conflicts-of-Interest and Confidentiality

### **PART V--AWARD ADMINISTRATION**

- A. General
- B. Organizational Management Information
- C. Award Document and Notice of Award

### **PART VI--ADDITIONAL INFORMATION**

- A. Access to Review Information
- B. Use of Funds; Changes
- C. Expected Program Outputs and Reporting Requirements
- D. Applicable Federal Statutes and Regulations
- E. Confidential Aspects of Applications and Awards
- F. Regulatory Information
- G. Definitions

## **PART I--GENERAL INFORMATION**

### ***A. Legislative Authority and Background***

The AgrAbility Project is authorized under the Smith-Lever Act of May 8, 1914 as amended, (7 U.S.C. 341 et seq.) with funding anticipated under Section 3(d) of the Smith-Lever Act (7 U.S.C. 343(d)) line item for Farm Safety in the FY 2003 Appropriations Act. Federal appropriations beginning in fiscal year 1991 for the program are under the Smith-Lever section 3(d) Farm Safety line item. Further authorizing language appears under Section 1680 of the Food, Agriculture, Conservation, and Trade Act of 1990 (7 U.S.C. 5933) and as amended by Section 841 of the Federal Agriculture Improvement and Reform Act of 1996, Section 246 of the Agricultural Research, Extension, and Education Reform Act of 1998, and Section 7122 of the Farm Security and Rural Investment Act of 2002.

### ***B. Purpose, Priorities, and Fund Availability***

The AgrAbility Project is intended to support cooperative programs between State Cooperative Extension Services (CES) and private, non-profit disability organizations to provide on-the-farm agricultural education and assistance directed at accommodating farm operations for individuals with disabilities who are engaged in farming and farm-related occupations. Awards are made to 1862 or 1890 Land-Grant University Extension Services, which must partner with, and subcontract to, private, non-profit disability organizations.

State and regional AgrAbility Projects receive support from, and submit documentation and reports to, the CSREES National AgrAbility Project, which provides training, technical assistance, and information support on accommodating disability in agriculture for individuals and organizations nationwide. Since FY 2000, the University of Wisconsin-Madison, in partnership with the National Easter Seals Society, has served as the National AgrAbility Project (NAP).

CSREES views the relationship between state or regional AgrAbility Projects and the NAP as critical to the delivery of a successful AgrAbility project. Because state and regional AgrAbility Projects symbiotically interact with the NAP, failure to comply with the NAP's operating, documentation, and reporting requirements will result in the NAP suspending service to the non-compliant state or regional AgrAbility Project. Prior to applying, applicants should contact the NAP for detailed information concerning standard operating procedures, best field practices, and access to the NAP's library of AgrAbility-related instructional materials.

Other commitments include national workshop attendance by at least one Cooperative Extension Service representative and one non-profit disability organization representative, bimonthly teleconference attendance, adoption of the NAP's information collection system (ICS), and submission of annual reports. Applicants can contact the National AgrAbility Project; c/o University of Wisconsin-Extension; Department of Biological Systems Engineering; 460 Henry Mall; Madison, WI 53706; Telephone: (866) 259-6280; Fax: (608) 262-1228; TTY: (800) 947-3529; Web: <http://www.agrabilityproject.org>.

In FY 2003, applicants should address each of the following priorities in their AgrAbility project objectives:

- (a) Provide direct education and assistance to accommodate disability in farming to individuals with disabilities who engage in farming and farm-related occupations;
- (b) Provide specialized educational programs to enhance the professional competencies of rural agricultural professionals, rehabilitation and health care providers, vocational counselors, and other providers of services to individuals with disabilities and their families who engage in farming or farm-related occupations;
- (c) Provide on-the-farm technical advice concerning the design, fabrication, and use of agricultural and related equipment, machinery and tools, and advice on the modification of work sites, operations and living arrangements to accommodate individuals with disabilities who engage in farming, farm living and farm-related tasks;
- (d) Involve community and health care professionals, including Cooperative Extension Service (CES) educators and others, in the early identification of farm and rural families that are in need of services related to the disability of an individual; and
- (e) Mobilize rural volunteer resources, including peer counseling among farmers with disabilities and rural ingenuity networks promoting cost-effective methods of accommodating disabilities in farming and farm-related activities.

There is no commitment by USDA to fund any particular application or to make a specific number of awards. Approximately \$300,000 is expected to be available to fund new or resubmitted applications in FY 2003, and the remainder will be awarded to continuing applications.

### ***C. Eligibility***

Only Extension Directors of 1862 and 1890 Land-Grant Institutions are eligible to submit applications and receive AgrAbility Project awards. Any Land-Grant Institution employee with an Extension Appointment may serve as Project Director. Award recipients must partner with and subcontract to at least one private, nonprofit disability organization. Award recipients may subcontract to other organizations provided such organizations are necessary for the conduct of the project.

Currently funded projects eligible to apply for continuation include, by State and award number:

CA 2002-41590-01383	KY 2002-41590-01377	PA 2002-41590-01356
CO 2002-41590-01350	MN 2002-41590-01353	SD 2002-41590-01351
DE 2002-41590-01391	MS 2001-41590-01122	TN 2001-41590-01135
IL 2002-41590-01376	MO 2001-41590-01143	UT 2002-41590-01384
IN 2002-41590-01355	NE 2002-41590-01354	VA 2002-41590-01389

IA 2002-41590-01349	NY 2002-41590-01372	WV 2001-41590-01160
KS 2002-41590-01380	OK 2002-41590-01370	WI 2002-41590-01371

#### ***D. Indirect Costs***

Pursuant to Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended, 7 U.S.C. 3319, indirect costs are not allowable costs under Section 3(d) projects, and no funds will be approved for this purpose. Further, costs that are a part of an institution's indirect cost pool (e.g., administrative or clerical salaries) may not be reclassified as direct costs for the purpose of making them allowable.

#### ***E. Matching Requirements***

A cash or in-kind match of 50 percent is required for that portion of the funds requested to support the State CES component of the program for all projects. A match for that portion of the funds requested to support the cooperating non-profit organization component of the program will not be required. Cost sharing funds must be non-Federal in origin and may come from State, local, or private sources.

#### ***F. Funding Restrictions***

Unallowable costs include, but are not limited to, the following examples:

- (a) Entertainment Costs not permitted include banquets, award ceremonies, meals for persons not traveling on behalf of the project except when provided to maintain the continuity of a meeting, tickets to shows or sporting events, and alcoholic beverages.
- (b) Awards and Certificates of Achievement are disallowed by OMB Circular, A-21 -- Cost Principles for Educational Institutions and OMB Circular A-122 -- Cost Principles for Non-Profit Organizations.
- (c) Facility Costs not permitted include the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.
- (d) Tuition Remission is prohibited by Section 1473 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977, as amended (7 U.S.C. 3319).
- (e) Any expense not directly related to the program or project is considered unallowable. Examples include child-care services, kitchen help hired to prepare refreshments, and promotional or appreciation gifts such as clothing, coffee mugs, or bags.

#### ***G. Types of Applications and Letters of Intent***

## 1. Types of Applications

In FY 2003, applications may be submitted to the AgrAbility Project as one of the following three types of requests:

- (a) **New application.** This is a project application that has not been previously submitted to the AgrAbility Project. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part IV--Review Process.
- (b) **Continuing application.** This is a project application from a currently funded AgrAbility project that is not in its last year (eligible projects appear in Part I, C.) requesting the continuation of funding for a one-year period. Continuing applications must include Progress Reports, as well as most of the same information required in new applications (see Part II, B, (1), (f) for a list of the required contents). Continuing applications must be received by the relevant due date.
- (c) **Resubmitted application.** This is an application that had previously been submitted to the AgrAbility Project but not funded. Project Directors (PDs) must respond to the previous review panel summary (see Response to Previous Review, Part III.B.5). Resubmitted applications must be received by the relevant due dates, will be evaluated in competition with other pending applications, and will be reviewed according to the same evaluation criteria as new applications.

## 2. Letters of Intent

While not required, it is requested that Project Directors notify CSREES of their intent to submit new applications or resubmit applications previously submitted to but not funded by the AgrAbility Project by sending letters of intent to the Program Specialist by the close of business on November 20, 2002 (5:00 p.m. Eastern Time). Detailed instructions on the preparation and submission of the letter of intent are included in Part III, C., (2) of this program solicitation. Continuing applicants need not submit letters of intent.



## **PART II-- PROGRAM DESCRIPTION**

### ***A. Project Types***

#### **1. Multi-year Proposals**

Applicants may submit multi-year proposals, with a maximum duration of four years. The project period should begin approximately April 1, 2003. FY 2003 appropriations will fund awarded projects' first-year budgets. Each project should submit a request for between \$100,000 and \$150,000 for each year's funding. Funding levels may be adjusted based on the technical review of the projects. Multi-year funding will depend on the availability of funds and the demonstration of satisfactory progress. Thus, all proposals must include specific, measurable accomplishments for each project year.

#### **2. Multi-state Proposals**

States with insufficient potential clientele to merit individual AgrAbility projects may submit regional multi-state proposals. States with large or diverse potential clientele may wish to form partnerships between one or more Land-Grant Institutions, non-Land-Grant Institutions, Hispanic-serving institutions, or multiple, private, non-profit disability organizations to effectively serve the entire qualifying population. For these proposals to succeed, one eligible institution must assume the lead role. Clearly indicate the role and responsibility of State CES and non-profit organizations. Reviewers will evaluate these proposals based on their ability to effectively assist the clientele under such arrangements.

### ***B. Program Area Description***

This section does not apply to the AgrAbility Project.

## **PART III--PREPARATION OF AN APPLICATION**

### ***A. Program Application Materials***

Program application materials are available at the CSREES Funding Opportunities web site (<http://www.reeusda.gov/1700/funding/ourfund.htm>). If you do not have access to the web page or have trouble downloading material and you would like a hardcopy, you may contact the Proposal Services Unit, Competitive Programs, USDA/CSREES at (202) 401-5048. When calling the Proposal Services Unit, please indicate that you are requesting the RFA and associated application forms for the AgrAbility Project. These materials also may be requested via Internet by sending a message with your name, mailing address (not e-mail) and phone number to [psb@reeusda.gov](mailto:psb@reeusda.gov). State that you want a copy of the RFA and the associated application forms for the AgrAbility Project.

### ***B. Content of Applications***

The applications should be prepared following the guidelines and the instructions below. Each application must contain the following elements in the order indicated:

#### **1. General**

Use the following guidelines to prepare an application. Proper preparation of applications will assist reviewers in evaluating the merits of each application in a systematic, consistent fashion:

- (a) Prepare the application on only one side of the page using standard size (8 1/2" x 11") white paper, one-inch margins, typed or word processed using no type smaller than 12 point font, and single or double spaced. Use an easily readable font face (e.g., Geneva, Helvetica, Times Roman).
- (b) Number each page of the application sequentially, starting with the Project Description, including the budget pages, required forms, and any appendices.
- (c) Staple the application in the upper left-hand corner. Do not bind. For new or resubmitted applications, an original and eight (8) copies (nine (9) total) must be submitted in one package, along with four (4) additional copies of the "Project Summary," Form CSREES-2003, as a separate attachment. For continuing applications, an original and three (3) copies (four (4) total) must be submitted in one package, along with four (4) additional copies of the "Project Summary," Form CSREES-2003, as a separate attachment.
- (d) Include original illustrations (photographs, color prints, etc.) in all copies of the application to prevent loss of meaning through poor quality reproduction.
- (e) For new or resubmitted applications, assemble the contents in the following order:
  - (1) Proposal Cover Page (Form CSREES-2002)

- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Response to Previous Review (applies only to resubmitted applications)
- (5) Project Description
- (6) References
- (7) Appendices to Project Description
- (8) Key Personnel
- (9) Collaborative Arrangements (including Letters of Support)
- (10) Conflict-of-Interest List (Form CSREES-2007)
- (11) Budgets (Form CSREES-2004)
- (12) Budget Narrative
- (13) Matching Documentation
- (14) Current and Pending Support (Form CSREES-2005)
- (15) Assurance Statement(s) (Form CSREES-2008)
- (16) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (17) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

(f) For continuing applications, assemble the contents in the following order:

- (1) Proposal Cover Page (Form CSREES-2002)
- (2) Table of Contents
- (3) Project Summary (Form CSREES-2003)
- (4) Project Description
- (5) Key Personnel Changes
- (6) Collaborative Arrangement Changes (including Letters of Support)
- (7) Budgets (Form CSREES-2004)
- (8) Budget Narrative
- (9) Matching Documentation
- (10) Current and Pending Support (Form CSREES-2005)
- (11) Assurance Statement(s) (Form CSREES-2008)
- (12) Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)
- (13) Page B, Proposal Cover Page (Form CSREES-2002), Personal Data on Project Director

## **2. Proposal Cover Page (Form CSREES-2002)**

### **Page A**

Each copy of each grant application must contain a "Proposal Cover Page", Form CSREES-2002. One copy of the application, preferably the original, must contain the pen-and-ink signature(s) of the proposing PDs and the authorized organizational representative (AOR), the individual who possesses the necessary authority to commit the organization's time and other relevant resources to the project. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information and signatures) and attach to the Proposal Cover Page

(Form CSREES-2002). Any proposed PD or co-PD whose signature does not appear on Form CSREES-2002 or attached additional sheets will not be listed on any resulting grant award. Complete both signature blocks located at the bottom of the “Proposal Cover Page” form. Please note that Form CSREES-2002 is comprised of two parts - Page A, which is the “Proposal Cover Page”, and Page B, which is the “Personal Data on Project Director.”

Form CSREES-2002 serves as a source document for the CSREES grant database; it is therefore important that it be accurately completed in its entirety, especially the e-mail addresses requested in Blocks 4.c. and 18.c. However, the following items are highlighted as having a high potential for errors or misinterpretations:

- (a) Type of Performing Organization (Block 6.a. and 6.b.). For Block 6.a., a check should be placed in the appropriate box to identify the type of organization which is the legal recipient named in Block 1. Only one box should be checked. For Block 6.b., please check as many boxes that apply to the affiliation of the PD listed in Block 16.
- (b) Title of Proposed Project (Block 7.). The title of the project must be brief (140-character maximum, including spaces), yet represent the major thrust of the effort being proposed. Project titles are read by a variety of nonscientific people; therefore, highly technical words or phraseology should be avoided where possible. In addition, introductory phrases such as “investigation of,” “research on,” “education for,” or “outreach that” should not be used.
- (c) Program to Which You Are Applying (Block 8.). Enter AgrAbility Project.
- (d) Proposed Start Date (Block 12.). Enter “04/01/2003”.
- (e) Type of Request (Block 14.). Check the block for “Continuing,” “New,” or “Resubmitted”. Refer to Part I, G. for an explanation of these terms.
- (f) Project Director (PD) (Blocks 16.-19.). Blocks 16.-18. are used to identify the PD and Block 19. to identify co-PDs. If needed, additional co-PDs may be listed on a separate sheet of paper and attached to Form CSREES-2002, the Proposal Cover Page, with the applicable co-PD information and signatures. Listing multiple co-PDs, beyond those required for genuine collaboration, is discouraged.
- (g) Other Possible Sponsors (Block 21.). List the names or acronyms of all other public or private sponsors including other agencies within USDA to which your application has been or might be sent. In the event you decide to send your application to another organization or agency at a later date, you must inform the identified CSREES program contact as soon as practicable. Submitting your application to other potential sponsors will not prejudice its review by CSREES; however, submitting the same (i.e., duplicate) application to another CSREES program is not permissible.

### **Page B**

Page B should be submitted only with the original signature copy of the application and should be placed as the last page of the original copy of the application. This page contains personal data on the PD(s). CSREES requests this information in order to monitor the operation of its review and awards processes. This page will not be duplicated or used during the review process. Please note that failure to submit this information will in no way affect consideration of your application.

### **3. Table of Contents**

For consistency and ease in locating information, each application must contain a detailed Table of Contents immediately following the proposal cover page. The Table of Contents should contain page numbers for each component of the application. Page numbering should begin with the first page of the Project Description.

### **4. Project Summary (Form CSREES-2003)**

The application must contain a "Project Summary," Form CSREES-2003. The summary should be approximately 250 words, contained within the box, placed immediately after the Table of Contents, and not numbered. The names and affiliated organizations of all PDs and co-PDs should be listed on this form, in addition to the title of the project. The summary should be a self-contained, specific description of the activity to be undertaken and should focus on: overall project goal(s) and supporting objectives; plans to accomplish project goal(s); and relevance of the project to the goals of the AgrAbility Project. The importance of a concise, informative Project Summary cannot be overemphasized. If there are more than three co-PDs for an application, please list additional co-PDs on a separate sheet of paper (with appropriate information) and attach to the Project Summary (Form CSREES-2003).

### **5. Response to Previous Review**

This requirement only applies to resubmitted applications, as described in Part I, G., Types of Applications. Project Directors (PDs) must respond to the previous review panel summary on no more than one page, titled "RESPONSE TO PREVIOUS REVIEW," which is to be placed directly after the "Project Summary," Form CSREES-2003.

### **6. Project Description**

PLEASE NOTE: The Project Description shall not exceed fifteen (15) pages of written text and up to five (5) additional pages for figures and tables. This maximum (twenty (20) pages) has been established to ensure fair and equitable competition. The Project Description must include all of the following:

#### **New or Resubmitted Applications**

##### **(a) Project Justification**

Justify the need for the project clearly and concisely by articulating the magnitude and scope of the problem in the State/region, provide baseline data, and explain limitations of current programs. Applicants should provide current data on number of farmers and incidence of injuries and disease in the farming population in their state. If the application supplies estimates for these figures, explain and justify the assumptions used as a basis for these estimates. Justify the applicants' ability to provide these services by detailing the applicants', cooperators' and facilities' accomplishments during similar projects. Describe the stakeholder's role in problem identification and project planning.

(b) Work Plan

Use an outline format for this section. Remember that the objectives must address all the priorities listed in Part I, B. List objectives as primary headings. Demote activities required to achieve each objective. Group these activities by the targeted accomplishment year. Under each activity, list expected outcomes and describe the proposed means of evaluating the activity's efficacy and any outcomes' value to stakeholders. Organize the objectives and their activities in a logical sequence, the sum of which must comprise an attainable project within the four-year maximum duration.

For example, targets for number of on-farm assessments or educational activities may increase each year. An educational module may be developed in year one, pilot-tested in year two, and presented Statewide in year three.

(c) Division of Labor

The State CES and non-profit disability organization may jointly or individually provide leadership to different objectives (based on the priorities listed in Part I, B.). Therefore, define the responsibilities of the respective organizations under each objective. For each activity, include time frames, personnel, and their role. Applicants should consult with the NAP or consumer advisory type groups in developing their cooperators' role assignments.

(d) Project Evaluation Plan

Describe evaluation plans and procedures for the State CES and the private, non-profit disability organization. The means of evaluation should be an integral part of the project. Evaluation data should document progress made toward attaining the program objectives. The plan should allow for iteration based on evaluation results, to help set the direction of the activities and allow for continual refinement and correction of objectives and activities. Evaluation Plans should include collecting stakeholder feedback.

Use a table to show the relationships between objectives (and the activities designed to attain the objectives), indicators of objective achievement, and the data sources which will inform evaluations. Thus, this table should have a minimum of five rows, one for each objective, and three columns.

(e) Project Reporting Requirements

For reporting requirements, see Part VI, C., 2.

(f) Project Schedule

Provide time lines or Gantt charts to demonstrate the duration and the sequence of project activities. Use varied hatching for different cooperators. Chart against a quarterly scale, so that a schedule should depict no more than 16 quarters.

### **Continuing Applications**

#### **(a) Justification for Changes to Project**

If a grantee wishes to request no changes, omit this section. Otherwise, identify external and internal factors, events, or discoveries that support the need for each proposed change.

#### **(b) Work Plan**

All cooperators should review project objectives and activities to determine achievability. Discuss the project's status as compared to the original schedule explaining the project's relative position. If the detailed work plan included in the original, competitive application for this project needs no changes, note this. If changes in objectives, activities, or evaluation are proposed, detail how they will impact the grantee's original work plan. Provide new work plan information for new proposed activities following the guidance supplied to new or resubmitted applications.

Avoid reiterating aspects of the competitive application for this project.

#### **(c) Division of Labor**

The State CES and non-profit disability organization may wish to redistribute the leadership roles (based on the priorities listed in Part I, B.) presented in the last application. If so, redefine the responsibilities of the respective organizations under each objective. For each activity, include time frames, personnel, and their role. Applicants should consult with the NAP or consumer advisory type groups in developing their cooperators' role assignments.

#### **(d) Project Evaluation Plan**

Describe and justify any proposed changes to the project objectives' or particular activities' evaluation plans. Revised plans should continue to allow for iteration, to help set the direction of the activities and allow for continual refinement and correction of objectives and activities.

#### **(e) Project Progress Report**

Structure the project progress report as follows: For each objective with activities scheduled during the previous twelve (12) months, list the completed activities, outcomes for each activity, and evaluation results for each activity. Supply success stories when available as outcomes. Compare outcomes and evaluation results against expectations and discuss any discrepancies.

For any activities scheduled for completion during the previous twelve (12) months that were delayed, provide a brief explanation for the delays and a revised timeframe for their accomplishment.

For annual and final reporting requirements, see Part VI, C., 2.

(f) Project Schedule

If proposed changes will impact the original schedule, provide timelines or Gantt charts to demonstrate the proposed revised sequence or duration of project activities. Use varied hatching for different cooperators. Chart against a quarterly scale, so that a schedule should depict no more than sixteen (16) quarters.

## 7. References

All references to works cited should be complete, including titles and all co-authors, and should conform to an acceptable journal format. References are not considered in the page-limitation for the Project Description.

## 8. Appendices to Project Description

Appendices to the Project Description are allowed if they are directly germane to the proposed project. The addition of appendices should not be used to circumvent the text and/or figures and tables page limitations.

## 9. Key Personnel

The following should be included, as applicable:

- (a) The roles and responsibilities of each PD and/or collaborator should be clearly described; and
- (b) Vitae of the PD and each co-PD, senior associate, and other professional personnel. This section should include vitae of all key persons who are expected to work on the project, whether or not CSREES funds are sought for their support. The vitae should be limited to two (2) pages each in length, excluding publications listings. The vitae should include a presentation of academic and research credentials, as applicable, e.g., earned degrees, teaching experience, employment history, professional activities, honors and awards, and grants received. A chronological list of all publications in refereed journals during the past four (4) years, including those in press, must be provided for each project member for whom a curriculum vitae is provided. Also list only those non-refereed technical publications that have relevance to the proposed project. All authors should be listed in the same order as they appear on each paper cited, along with the title and complete reference as these usually appear in journals.

## 10. Collaborative Arrangements

If it will be necessary to enter into formal consulting or collaborative arrangements with others, such arrangements should be fully explained and justified. If the consultant(s) or collaborator(s) are known at the time of application, vitae or resume should be provided. In addition, evidence (e.g., letter of support) should be provided that the collaborators involved have agreed to render these services. The applicant also will be required to provide additional information on



consultants and collaborators in the budget portion of the application. See instructions in the application forms for completing Form CSREES-2004, Budget.

## **11. Conflict of Interest List (Form CSREES-2007)**

A "Conflict of Interest List," Form CSREES-2007, must be provided for all individuals who have submitted a vitae in response to item 9.(b) of this part. Each Form CSREES-2007 should list alphabetically, by the last names, the full names of the individuals in the following categories:

(a) All co-authors on publications within the past four years, including pending publications and submissions; (b) all collaborators on projects within the past four years, including current and planned collaborations; (c) all thesis or postdoctoral advisees/advisors within the past four years; and (d) all persons in your field with whom you have had a consulting or financial arrangement within the past four years, who stand to gain by seeing the project funded. This form is necessary to assist program staff in excluding from application review those individuals who have conflicts of interest with the personnel in the grant application. The program contact must be informed of any additional conflicts of interest that arise after the application is submitted.

## **12. Budget**

### **a. General**

#### **(1) Budget Form (Form CSREES-2004)**

Prepare the Budget, Form CSREES-2004, in accordance with instructions provided with the application forms. A budget form is required for each partner and for each year of requested support. In addition, a cumulative budget is required detailing the requested total support for the overall project period. Continuation proposals need only supply budgets for FY 2003.

The budget form may be reproduced as needed by applicants. Funds may be requested under any of the categories listed on the form, provided that the item or service for which support is requested is allowable under the authorizing legislation, the applicable statutes, regulations, and Federal cost principles, and these program guidelines, and can be justified as necessary for the successful conduct of the proposed project. Applicants also must include a budget narrative to justify their budget requests (see section b. below.)

Any carry-over funds must be reported on line P., "Carryover" of Form CSREES-2004 and budgetary details regarding the use of these funds must be included in the budget narrative. Projects that have carry-over funds that are not indicated on line P., or not included in the budget narrative, will not be approved.

The amount requested for the private, non-profit disability organization, and all other subcontractors must be identified on line J., "All Other Direct Costs" on the applicant institution's Budget Form CSREES-2004. If costs other those directly associated with

subcontractual agreements are being included on line J., individually identify and explain these costs in the budget narrative.

Separate budgets, Form CSREES-2004, and budget narratives must be submitted detailing the amount requested for private, nonprofit disability organizations.

## **(2) Indirect Costs**

Indirect costs are unallowable. See Part I., D.

## **(3) Matching**

The State CES component of all projects must have a 50 percent cash or in-kind match. The cooperating non-profit organization component of the program need not match for their proposed expenditures. Cost sharing funds may originate from State, local, or private but not Federal sources.

### **b. Budget Narrative**

All budget categories, with the exception of Indirect Costs, for which support is requested, must be individually listed (with costs) in the same order as they appear in the budget and justified on a separate sheet of paper. The budget narrative should be placed immediately behind the Budget form.

### **c. Matching Funds**

Proposals should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Written verification means:

(a) For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized organizational representatives of the donor organization and the applicant organization, which must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) the dollar amount of the cash donation; and (5) a statement that the donor will pay the cash contribution during the grant period; and (b) For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized organizational representatives of the donor organization and the applicant organization, which must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) a good faith estimate of the current fair market value of the third party in-kind contribution; and (5) a statement that the donor will make the contribution during the grant period.

The sources and amount of all matching support from outside the applicant institution should be summarized on a separate page and placed in the proposal immediately following the Budget Narrative. All pledge agreements must be placed in the proposal immediately following the summary of matching support.

The value of applicant contributions to the project shall be established in accordance with applicable cost principles. Applicants should refer to OMB Circular A-21, Cost Principles for

Educational Institutions, for further guidance and other requirements relating to matching and allowable costs.

### **13. Current and Pending Support (Form CSREES-2005)**

All applications must contain Form CSREES-2005 listing other current public or private support (including in-house support) to which personnel (i.e., individuals submitting vitae in response to item 9. (b) of this part) identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget. Please follow the instructions provided on this form. Concurrent submission of identical or similar applications to the possible sponsors will not prejudice application review or evaluation by the CSREES. However, an application that duplicates or overlaps substantially with an application already reviewed and funded (or to be funded) by another organization or agency will not be funded under this program. Please note that the project being proposed should be included in the “Pending” section of the form.

### **14. Assurance Statement(s) (Form CSREES-2008)**

A number of situations encountered in the conduct of projects require special assurances, supporting documentation, etc., before funding can be approved for the project. In addition to any other situation that may exist with regard to a particular project, applications involving any of the following elements must comply with the additional requirements as applicable.

#### **a. Recombinant DNA or RNA Research**

As stated in 7 CFR Part 3015.205 (b)(3), all key personnel identified in the application and all endorsing officials of the proposing organization are required to comply with the guidelines established by the National Institutes of Health entitled, “Guidelines for Research Involving Recombinant DNA Molecules,” as revised. If your project proposes to use recombinant DNA or RNA techniques, you must so indicate by checking the “yes” box in Block 20 of Form CSREES-2002 (the Proposal Cover Page) and by completing Section A of Form CSREES-2008. For applicable applications recommended for funding, Institutional Biosafety Committee approval is required before CSREES funds will be released. Please refer to the application forms for further instructions.

#### **b. Animal Care**

Responsibility for the humane care and treatment of live vertebrate animals used in any grant project supported with funds provided by CSREES rests with the performing organization. Where a project involves the use of living vertebrate animals for experimental purposes, all key personnel identified in an application and all endorsing officials of the proposing organization are required to comply with the applicable provisions of the Animal Welfare Act of 1966, as amended (7 U.S.C. 2131 et seq.), and the regulations promulgated thereunder by the Secretary in 9 CFR Parts 1, 2, 3, and 4 pertaining to the care, handling, and treatment of these animals. If your

project will involve these animals, you should check “yes” in block 20 of Form CSREES-2002 and complete Section B of Form CSREES-2008. In the event a project involving the use of live vertebrate animals results in a grant award, funds will be released only after the Institutional Animal Care and Use Committee has approved the project. Please refer to the application forms for further instructions.

### **c. Protection of Human Subjects**

Responsibility for safeguarding the rights and welfare of human subjects used in any grant project supported with funds provided by CSREES rests with the performing organization. Guidance on this issue is contained in the National Research Act, Pub. L. No. 93-348, as amended, and implementing regulations promulgated by the Department under 7 CFR Part 1c. If you propose to use human subjects in your project, you should check the “yes” box in Block 20 of Form CSREES-2002 and complete Section C of Form CSREES-2008. Please refer to the application forms for additional instructions.

## **15. Certifications**

Note that by signing Form CSREES-2002 the applicant is providing the certifications required by 7 CFR Part 3017, regarding Debarment and Suspension and Drug-Free Workplace, and 7 CFR Part 3018, regarding Lobbying. The certification forms are included in the application package for informational purposes only. These forms should not be submitted with the application since by signing Form CSREES-2002 your organization is providing the required certifications. If the project will involve a subcontractor or consultant, the subcontractor/consultant should submit a Form AD-1048, Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions, to the grantee organization for retention in their records. This form should not be submitted to USDA.

## **16. Compliance with the National Environmental Policy Act (NEPA) (Form CSREES-2006)**

As outlined in 7 CFR Part 3407 (the Cooperative State Research, Education, and Extension Service regulations implementing NEPA), the environmental data for any proposed project is to be provided to CSREES so that CSREES may determine whether any further action is needed. In some cases, however, the preparation of environmental data may not be required. Certain categories of actions are excluded from the requirements of NEPA.

In order for CSREES to determine whether any further action is needed with respect to NEPA, pertinent information regarding the possible environmental impacts of a particular project is necessary; therefore, Form CSREES-2006, “NEPA Exclusions Form,” must be included in the application indicating whether the applicant is of the opinion that the project falls within a categorical exclusion and the reasons therefore. If it is the applicant’s opinion that the proposed project falls within the categorical exclusions, the specific exclusion(s) must be identified.

Even though a project may fall within the categorical exclusions, CSREES may determine that an Environmental Assessment or an Environmental Impact Statement is necessary for an

activity, if substantial controversy on environmental grounds exists or if other extraordinary conditions or circumstances are present which may cause such activity to have a significant environmental effect.

### ***C. Submission of Applications***

#### **1. When to Submit (Deadline Date)**

A letter of intent to apply, if submitted, must be received by COB on November 20, 2002 (5:00 p.m. Eastern Time). Applications must be received by COB on December 4, 2002 (5:00 p.m. Eastern Time). Applications received after this deadline will not be considered for funding.

#### **2. What to Submit**

##### **(a) Optional Letter of Intent to Apply**

To facilitate proposal review panel selection, submit a letter of intent to apply to the Program Specialist. The letter of intent should not exceed one page in length, and should include the names of the PI/PD and co-PI/PD(s), university and department name(s) and PI/PD's contact information (postal address, phone and fax numbers, and e-mail address). In one sentence, indicate intent to apply for an AgrAbility Project grant.

##### **(b) New or Resubmitted Applications**

An original and eight (8) copies (nine (9) total) of the application must be submitted. In addition, submit four (4) copies of the application's Project Summary. All copies of the application and the Project Summary must be submitted in one package.

##### **(c) Continuing Applications**

An original and three (3) copies (four (4) total) of the application must be submitted. In addition, submit four (4) copies of the application's Project Summary. All copies of the application and the Project Summary must be submitted in one package.

#### **3. Where to Submit**

Letters of intent to apply may be submitted via facsimile to: (202) 401-5179, or e-mailed to: [igraff@reeusda.gov](mailto:igraff@reeusda.gov).

Applicants are strongly encouraged to submit completed applications via overnight mail or delivery service to ensure timely receipt by the USDA. The address for hand-delivered applications or applications submitted using an express mail or overnight courier service is:

AgrAbility Project  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
Room 1420, Waterfront Centre

800 9th Street, S.W.  
Washington, D.C. 20024

Telephone: (202) 401-5048

Applications sent via the U.S. Postal Service must be sent to the following address.:

AgrAbility Project  
c/o Proposal Services Unit  
Cooperative State Research, Education, and Extension Service  
U.S. Department of Agriculture  
STOP 2245  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2245

#### ***D. Acknowledgment of Applications***

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the Form CSREES-2002. If the applicant's e-mail address is not indicated, CSREES will acknowledge receipt of the application by letter.

If the applicant does not receive an acknowledgment within 60 days of the submission deadline, please contact the program contact. Once the application has been assigned a proposal number, please cite that number on all future correspondence.

## **PART IV--REVIEW PROCESS**

### ***A. General***

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel. Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The amount of relevant formal technical education, extension experience, or experience dispensing disability services accrued by the individual, as well as the extent to which an individual remains engaged in these activities; (b) the need to include as reviewers experts from various areas of specialization within relevant education, extension, or disability service fields; (c) the need to include as reviewers other experts (e.g., producers, occupational therapists, rehabilitation engineers, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can affirm the potential usefulness of proposals recommended for award to producers and the general public.

### ***B. Evaluation Criteria***

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

#### **1. Need (20%)**

Is the magnitude and scope of the problem in the State/region well defined? Are baseline data for the State/region on the number of farmers/farm workers with disabilities and current rate of disabling injuries provided? Is the lack of capacity of current programs in the State/region to provide education and assistance for farmers with disabilities explained, and does this lack of capacity support the need for this project?

#### **2. Qualifications (10%)**

Are the project directors and staff qualified to perform the activities/functions they are responsible for? Has there been a commitment to similar programs and accomplishments that demonstrates an ability to deliver this project?

#### **3. Objectives (20%)**

Are the most critical needs, as defined in the background statement, being addressed? Are specific planned accomplishments and desired outcomes realistic and consistent with AgrAbility

program intent? Are the planned accomplishments and desired outcomes feasible with the resources being committed?

#### **4. Activities (30%)**

Does the project demonstrate a logical sequence of events and actions to achieve the stated program objectives and desired outcomes for each year of the project? Is there a clear definition of roles and responsibilities for the State CES and disability organization(s) while still providing for a cohesive and holistic project? Do the activities meet the criteria of eligible projects? Is there good use of the National AgrAbility Project and collaboration with appropriate State organizations and agencies?

#### **5. Evaluation (8%)**

Is there an evaluation plan to periodically review goals, objectives, activities and accomplishments to continuously improve the quality and impact of the project? Does the plan effectively utilize steering committees, clientele surveys, focus groups, etc.?

#### **6. Budget (7%)**

Is the budget consistent with project activities? Does the budget reflect the roles and work loads of organizations requesting funding? Are the budget narratives adequate? Are estimated budgets included for each year of the project?

#### **7. Format (5%)**

Does the application follow the instructions in this request for application? Is there an easy-to-follow work plan stating objectives, activities, resources committed to that activity (e.g., personnel, time), expected outcomes, and evaluation? Is the application assembled in the order specified?

### ***C. Conflicts of Interest and Confidentiality***

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the 2002 Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: <http://www.hepinc.com>.

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants. At the end of the fiscal year, names of panelists will be made available in such a way that the panelists cannot be identified with the review of any particular application.



## **PART V--AWARD ADMINISTRATION**

### ***A. General***

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

### ***B. Organizational Management Information***

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

### ***C. Award Document and Notice of Award***

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Administrator has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PD's chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;

- (6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and
- (10) Other information or provisions deemed necessary by CSREES to carry out its respective awarding activities or to accomplish the purpose of a particular award.

## **PART VI--ADDITIONAL INFORMATION**

### ***A. Access To Review Information***

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### ***B. Use of Funds; Changes***

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in Project Plans**

- (a) The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.
- (b) Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.
- (c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.
- (d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.
- (e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed five years. Any extension of time shall be

conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

- (f) **Changes in Approved Budget:** Changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

## ***C. Expected Program Outputs and Reporting Requirements***

### **1. Outputs**

Grantees must make every effort to ensure that the project participants with disabilities can access the materials and services offered to them and their families. It is recommended that materials be in accessible formats, delivery of education and services be in accessible locations, World Wide Web materials comply with Section 508 criteria, and the State CES or private, non-profit disability organization be accessible via Telephone Device for the Deaf.

In accordance with CSREES General Terms and Conditions – A, Item No. 16, “Sharing of Findings, Data, and Other Project Products,” the grantee will submit half of the required copies of articles, educational publications, and audio-visual productions to the Program Specialist and half to the NAP. Audio-visual includes software and database applications. Grantees need not submit confidential materials, but should endeavor to eliminate the confidential aspects of such materials where appropriate to allow sharing.

### **2. Reporting**

The grantee must prepare an annual report to CSREES that details all significant activities towards achieving the goals and objectives of the project stressing served population demographics evaluation results. Organize annual reports by objectives and deliverables identified in the proposal. Provide tables to facilitate comparing targeted results with actual results. Include success stories. Reports must be received by the Program Specialist and the NAP within 60 days of each project year’s end.

The NAP has other annual reporting requirements. Contact the NAP for more information about the National ICS (Information Collection System).

At the end of the grantee’s final year, the grantee must prepare a final report to CSREES that summarizes all significant activities towards achieving the goals and objectives of the project, while providing final population demographics and trends in the evaluation results. Organize final reports by objectives and deliverables identified in the proposal. Provide tables to facilitate comparing targeted results with actual results, aggregated for the entire project. List all educational materials produced by the project. Include success stories. Provide suggestions for improving the administration of AgrAbility or recommendations to guide other professionals

initiating an AgrAbility Project. Reports must be received by the Program Specialist within 90 days of each project year's end.

#### ***D. Applicable Federal Statutes and Regulations***

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1.1--USDA implementation of the Freedom of Information Act.

7 CFR Part 3--USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A--USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 3015--USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017--USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018--USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019--USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052--USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407--CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute)-- prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq.--Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations,

including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

### ***E. Confidential Aspects of Applications and Awards***

When an application results in an award, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of one year. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### ***F. Regulatory Information***

For the reasons set forth in the final Rule-related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### ***G. Definitions***

For the purpose of this program, the following definitions are applicable:

- (a) Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service (CSREES) and any other officer or employee of the Department to whom the authority involved is delegated.
- (b) Authorized departmental officer means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.
- (c) Authorized organizational representative means the president, director, or chief executive officer or other designated official of the applicant organization who has the authority to commit the resources of the organization.
- (d) Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.
- (e) Cash contributions means the applicant's cash outlay, including the outlay of money contributed to the applicant by non-Federal third parties.
- (f) Department or USDA means the United States Department of Agriculture.
- (g) Disability means a physical or mental impairment which substantially limits one or more major life activity (examples include but are not limited to: vision, hearing, speech, communications, mobility, education, work, daily living tasks).

- (h) Education activity means formal classroom instruction, laboratory instruction, and practicum experience in the food and agricultural sciences and other related matters such as faculty development, student recruitment and services, curriculum development, instructional materials and equipment, and innovative teaching methodologies.
- (i) Extension activity means an act or process that delivers science-based knowledge and informal educational programs to people, enabling them to make practical decisions.
- (j) Grant means the award by the Secretary of funds to an eligible organization or individual to assist in meeting the costs of conducting, for the benefit of the public, an identified project which is intended and designed to accomplish the purpose of the program as identified in these guidelines.
- (k) Grantee means an organization designated in the grant award document as the responsible legal entity to which a grant is awarded.
- (l) Matching means that portion of allowable project costs not borne by the Federal Government, including the value of in-kind contributions.
- (m) Peer review means an evaluation of a proposed project for scientific or technical quality and relevance performed by experts with the scientific knowledge and technical skills to conduct the proposed work or to give expert advice on the merits of a proposal and management of the project.
- (n) Prior approval means written approval evidencing prior consent by an authorized departmental officer as defined in (2) above.
- (o) Private, Non-profit Disability Organization means an organization with a 501 (c)(3) designation under the Internal Revenue Code, involved in providing community-based direct services to individuals with disabilities.
- (p) Project means the particular activity within the scope of the program supported by a grant award.
- (q) Project director means the single individual designated in the grant application and approved by the Secretary who is responsible for the direction and management of the project.
- (r) Project period means the period, as stated in the award document, during which Federal sponsorship begins and ends.
- (s) Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.
- (t) Third party in-kind contributions means non-cash contributions of property or services provided by non-Federal third parties, including real property, equipment, supplies and other expendable property, directly benefiting and specifically identifiable to a funded project or program.